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Mayor Teresa Philyaw
Derrick Battle, Mayor Pro Tem

Councilmembers
Kathy Bookout Kathy Carter Jeff Cole Frank Moran

SECOND NOTICE

2016 OCCUPATIONAL TAX CERTIFICATE RENEWAL INFORMATION IMPORTANT – PLEASE READ CAREFULLY

For EASY RENEWAL of your 2016 City of Hiram Occupation Tax Certificate/Business License, we are providing online access to the required forms and affidavits at www.cityofhiramga.gov

Please review the new method of Occupation Tax Calculation, Classification Table and Rate Tables on the City's website. Use this information to complete your 2016 Tax Certificate application.

Please follow the steps below to complete the renewal process:

Please note, the applicant is the person who signs the renewal form

1. Please review your renewal carefully and make all updates to the information on the application form itself; **be sure the applicant completes/changes the applicant information section and signs it.**
2. SAVE. (Document online) The applicant must submit a S.A.V.E. Affidavit along with a secure and verifiable document, such as a Driver's License. If the applicant has previously submitted a S.A.V.E. affidavit indicating that they are a U.S. Citizen, along with a secure and verifiable document, they need not submit these again. If the applicant is not a U.S. Citizen, they must submit these each year along with acceptable immigration documentation that will be verified through the U.S.C.I.S. See the "Occupational Tax FAQ" document on our website for more information, including a list of acceptable secure and verifiable documents.
3. E-Verify. (Document online) If the business has previously submitted an E-Verify affidavit of compliance, with their E-Verify number and date of authorization, please write the E-Verify number on the renewal; if this number hasn't changed, there is no need to submit another affidavit. If the business is exempt, an E-Verify affidavit of exemption claiming **10 or fewer employees** must be submitted with every application, every year.
4. NAICS Review and Financial Affidavit. (Document online) In accordance with our new Occupation Tax Ordinance, we are conducting a review of business activity and assignment of NAICS codes in order to ensure proper business classification. Additionally, Gross Receipts, as defined in the Hiram Ordinance, are required to be reported and will be used to assess the appropriate occupation tax. Follow the instructions on the Affidavit. Compute your "License Fee" by referring to the appropriate Rate Table on Pages 2 & 3 of the NAICS Review and Financial Affidavit and the corresponding gross receipts range based on your 2015 Gross Receipts.

RENEWALS WILL NOT BE PROCESSED WITHOUT THIS AFFIDAVIT COMPLETED & RETURNED

5. For a home business, please fill out the "Home Office Compliance Acknowledgement" (Document online).
6. Remember to include all required State Professional Licenses, Food Service Permits, Food Sales Establishment licenses, etc.

If you are no longer in business in the City of Hiram, please note "OUT OF BUSINESS" on the application, date you went out of business, sign it, and return it to Hiram City Hall.

Access the City of Hiram's website at www.cityofhiramga.gov

**** 2015 Occupation Tax Certificates Expire 12/31/2015 ****

Applications received 4/1/2016 or after will be assessed a late penalty of 10% of the Tax amount due.

Questions/inquiries regarding renewal should be directed to
Melissa Chosewood at (770) 943-3726, ext. 2013 or mchosewood@hiram-ga.gov